
2003-2004 Tempe Arts Organizational Development Program Grants Guide

The Tempe Arts Organizational Development Program is designed for Tempe nonprofit arts producing organizations. This grant category provides financial assistance to organizations producing outstanding arts programs for the Tempe community.

Program Dates: Funded activities must occur between July 1, 2003 and June 30, 2004.

Due: **Thursday, March 27, 2003** post-marked, or hand-delivered to office by 5:00pm.

Eligible Organizations

To qualify for funding, an applicant organization must meet all of the following criteria:

- At the time of application, it must be a registered nonprofit arts producing organization with tax exempt status under Section 501(c) 3 of the Internal Revenue Code.
- It must maintain its primary operational base within the City of Tempe.
- It must have been in existence and actively programming for a minimum of 3 years.
- It must have a minimum prior year income of \$30,000.
- It must submit an accountant's statement from the last completed fiscal year (a compilation, reviewed financial statement, or an audited financial statement).

Eligible Fees

Applicants may request no more than 10% of the organization's prior year Total Cash Operating Income (budget line #28). Funds are competitive and applicants may receive partial funding.

Grant awards are subject to the availability of funding from the Tempe City Council. Should this funding be reduced, the grant award may be reduced proportionately.

Grant awards are issued in two payments – September and February.

Eligible fees include: administrative staff salaries, salaries/fees of artists, supplies, production costs, space rental, marketing, printing and travel.

Funds may not be used for: construction or renovation of facilities, capital expenditures, reduction of debt, feasibility studies, receptions, lobbying expenses, re-granting, scholarships programs, awards, or fees collected by the City of Tempe.

To receive Organizational Development Program grant funds, the organization submits documentation of matching funds. At least 50% of the grant award needs to be matched by corporate, foundation, or private contributed income. Any types of revenue sources may match the remaining grant amount.

If an arts organization submits an arts project grant application, it is not eligible to submit an arts organizational development application for the same fiscal year.

Nonprofit arts organizations associated with schools or universities are not eligible to apply. This funding category is also dedicated to organizations whose primary work is producing the arts.

Legal restrictions prohibit the City of Tempe to fund organizations that are incorporated for religious purposes or projects that focus on religious themes.

Examples of Programs

Programs may involve the performing arts (music, dance, theatre), visual arts, literary arts, interdisciplinary arts, video and film. Examples are a season of productions or events, arts programs for youth, visual art exhibitions, and collaborative arts events.

Tempe Municipal Arts Commission

The mission of the Tempe Municipal Arts Commission is to create an atmosphere in which the arts can flourish and to inspire Tempe citizens to recognize the arts as essential to the whole life of the community.

The Tempe Municipal Arts Commission was established in March, 1987. The Commission's goals and strategies include:

- Advise the Mayor and City Council on all art and cultural development.
- Encourage arts organizations and artists in their continuing search for artistic excellence in Tempe.
- Encourage and support the contribution of cultural diversity to the richness of the community's artistic life.

Criteria for Proposal Review

1. Artistic quality of the services
2. Need for this type of arts service in Tempe
3. Effective plan for the delivery of arts services to Tempe citizens
4. Past record of delivery of arts services
5. Strong fiscal health of the organization

Narrative Content

Please discuss each of the five criteria, using a total of no more than 3 one-sided pages. Label each narrative section as listed below.

1. Artistic quality of the services

Describe the arts services you would like to provide. Discuss the organization's artistic staff, its commitment to high artistic standards, its recognition locally and/or nationally for excellence, etc.

2. Need for this type of arts service in Tempe

Discuss how this program will work toward serving a community need in the City of Tempe. Describe how members of the community you want to reach have been involved in the development of the program.

If the proposed program involves youth, the application must address how the program is relevant to the children it serves (its connection to curriculum, other youth programs, etc.).

3. Effective plan for the delivery of arts services to Tempe citizens

Discuss marketing strategies, program timeline, staff responsibilities, etc.

4. Past record of delivery of arts services

Discuss the history of this organization's involvement with the City of Tempe. In planning this program, what improvements have you made because of the evaluation of similar programs implemented by this organization?

5. Strong fiscal health of the organization

Describe exactly how the City of Tempe funds will be used. Discuss fund-raising plans for this program. Be sure to include balanced and accurate budgets.

General Information

- Final Report

Within 60 days of completing your program, you will be required to submit a Final Report. A form will be enclosed with the award letter.

- Number of grant applications per year

An organization will not be allowed to submit to both the Organizational Development Program grants category and the Arts Project grants category during the same fiscal year. Please discuss these options with Cultural Services staff to determine which one best fits your needs.

- Review Process

First, applications are reviewed by staff for completeness and eligibility. Only those eligible applications that are complete will be referred to the Grants Committee of the Tempe Municipal Arts Commission.

Next, the organization may be asked to meet with the Grants Committee to discuss the proposal. The Committee may also invite experts to help evaluate the application.

- The Committee will make its funding recommendation to the Tempe Municipal Arts Commission. The Tempe City Council receives the recommendation of the full Commission, and has final approval on all grant awards.

- Review Timeline

Panel Review	Early May, 2003
Commission review	May and June, 2003
Tempe City Council review and approval	June and July, 2003
Notification letters sent	August, 2003

- Appeals

You may appeal to the City of Tempe if you do not receive funding. Information on the appeals process can be obtained from the Cultural Services Office.

- Credit Line

If you receive funding from the City of Tempe, you are required to acknowledge this support in all programs, press releases and advertisements for grant-supported activities using the following credit line:

(Name of organization or project) is partially supported by funding from the City of Tempe.

The City of Tempe logo is also available to use in materials prepared for the project.

- Send Organizational Development Program grant application package to:

City of Tempe
Cultural Services
3340 S. Rural Road
Tempe, AZ 85282

ATTN: Organizational Development Program Grants

- Questions?

Call Wydale K. Holmes
480-350-5224
wydale_holmes@tempe.gov

GLOSSARY OF TERMS FOR BUDGET

Accumulated Organization Debt	An organization's long-term liabilities, all debt or obligations of an organization that extend beyond the current year (<i>could include bank loans, notes payable and leases</i>).
Admissions	Revenue from the sale of admissions, tickets, subscriptions for the project. (Example of formula: projected number of people attending each event x number of events x cost ticket per event = total admissions income. Include these specifics on the Project Budget form.
Applicant Cash	Funds from accumulated resources (<i>including carry-forward from previous fiscal year</i>) that applicant has available to spend for this project. This is analogous to an individual's checking account.
Contracted Services	Includes the sale of workshops, classes or other services performed by the applicant organization to other community organizations; government contracts for specific services; performance or residency fees; or tuition.
Corporate Contributions	Cash contributed by businesses or corporations (not individuals).
Financial Statement	Organization's balance sheet including assets, liabilities, and equity.
Foundation Grants	Grants received from a private or community foundation.
Full-Time Admin. Employees	An administrative position that has a paid schedule of at least 35 hours per week. Do not include part-time, artistic or technical/production staff.
Fund-Raising	Funds that can be specifically identified as aiding the applicant organization in its efforts to solicit contributions from individuals, foundations, government sources and businesses in the community.
Government Support	Grants or contracts received from city, county, state or federal agencies or programs.
In-kind Support	Donations of time and services by individuals and businesses; includes contributions of use of equipment, employees and facilities for projects. In-kind support is not allowable for matching City of Tempe Arts Grants and must not be included in project or organization grants. You may include a one-page supplemental statement to document in-kind contributions for the panelists' information.
Marketing/Promotion	All costs for marketing, publicity, and promotion specifically identified with the organization's efforts to tell the community about its programs and services; includes cost of newspaper, radio and television advertising, printing and mailing of brochures, flyers and posters.

Mission Statement	An organization's broad statement of purpose written as part of its organizing charter. The statement provides specific direction for the organization's programs, services and activities. The mission statement also should provide a structure against which meaningful evaluation of the organization's effectiveness can be carried out in future years.
Organization or Project Goals	Desired results or conditions consistent with an organization's Mission Statement.
Other Private Contributions	Revenue derived from cash donations, including individual contributions. Do <i>not</i> include corporate, foundation, or government grants.
Other Remaining Operating Expenses	Expenses for categories not listed elsewhere. May include technology, accessibility services, subscriptions, training, printing, or other costs not itemized elsewhere. Space is provided to itemize the most significant categories.
Other Revenue	Revenue from sources not listed elsewhere. It may include income derived from a variety of sources such as catalog sales and advertising space in programs.
Outside Fees & Services: Guest Artists	Payments for artistic services to firms or persons who are not considered employees of the applicant organization. Examples: guest artistic directors, jurors, conductors, composers, curators, visual artists, writers, and choreographers.
Outside Fees & Services: Other	Payments for technical and consultant services to firms or persons who are not considered employees of the applicant organization. Examples: arts curriculum specialists, stage managers, lighting crews, art packers, installationists, etc.
Personnel/Staff	Salaries, wages and benefits paid to persons considered employees of the applicant organization.
Production Expenses	Funds expended for costumes, sets, lights, props, royalties, printing, shipping, installation, framing, etc. necessary to the production or exhibition.
Sales	Income and expenses related to sales used to support the operations of the applicant organization. Sales may be related or unrelated to the mission of the applicant organization. Examples include sale shops, concessions, gallery/co-op sales, bingo and food services.
Space/Facilities	Payments specifically identified with the project or organization for the purchase or rental of office, rehearsal studio, theatre, hall, gallery and other such spaces, including utilities, insurance, maintenance and other costs specifically related to use of the space.
Space Rental	Payments specifically identified with the project for the rental of office, rehearsal studio, theater, hall, gallery, and other such spaces, including utilities, insurance, maintenance and other costs related to the use of the space.

Travel

All costs for travel of an individual or individuals specifically identified with the project or with the applicant organization's programs and services. Expenses connected with trucking, shipping or hauling items should be included under Production Expenses (*Item #31*) or under Remaining Operating Expenses (*Item #35g*).

**Working Capital
Reserves**

Accumulated resources, including carry-forward from previous fiscal years, that applicant intends to retain as a cash flow management tool. Working Capital helps to provide fiscal health to the organization. This is analogous to an individual's savings account. Do not include funds restricted for expenses other than operating, such as endowment or capital campaigns.

2003-2004 TEMPE ARTS ORGANIZATIONAL DEVELOPMENT GRANT APPLICATION

Application Deadline: **Thursday, March 27, 2003**

(Late applications are not accepted.)
available online at www.tempe.gov/arts

APPLICANT DATA

Applicant Name _____ Phone _____
(Non-profit arts organization)

Applicant Street Address _____ City, Zip _____

Mailing Address _____ City, Zip _____

E-mail address _____ Fax _____

Contact Person _____ Phone _____
(Project coordinator who can answer questions prior to proposal review. This person receives all correspondence about the grant proposal.)

Board President _____ Phone _____

Authorizing Official _____ Phone _____
(Person with legal authority to accept and expend funds for the organization. A school applicant names the Principal or Superintendent who can also approve non-school programs on campus.)

Federal ID # _____

PROGRAM TITLE _____

PROGRAM ACTIVITY DATES Start _____ End _____
(Projects must take place between **July 1, 2003** and **June 30, 2004**)

AMT. REQUEST \$ _____ + OTHER INCOME \$ _____ = TOTAL BUDGET \$ _____
(Budget Line #18) (Budget Line #17) (Budget Line #19)

PROJECTED # of Youth _____ + Artists _____ + Other adults _____ = _____
Total

OF THE ABOVE TOTAL PARTICIPANTS, HOW
MANY TEMPE RESIDENTS ARE EXPECTED? _____
Total Tempe Residents Expected

SIGNATURE

Signature by Authorizing Official certifies that the narrative, budget, and supporting documentation are accurate and true.

Authorizing Official's Signature X

Title _____ Date _____

All arts grants are in accordance with the City of Tempe prohibition of discrimination
on the basis of race, color, national origin, sex, religion, age or handicap.

Project Partner Tentative Agreement

This form documents that the participants have agreed on the services to be provided contingent upon grant approval by the City of Tempe. All organizations, schools, and/or guest artists collaborating on a project with the applicant should complete this form or write a letter of agreement supporting the project.

Applicant Organization _____
Grant Contact _____

Name of Project Partner _____
Partner Contact _____ Phone _____

Length of Project in days _____

As a project partner, how does the project described in the application help to meet your artistic goals and/or organization's mission?

State any financial agreements between you and the applicant. (Please confirm amounts listed in the project budget.)

As a project partner, identify your specific contributions/services to this project.

1. Administrative _____
2. Facility/Space _____
3. Supplies _____
4. Other _____

The Applicant Organization and the Project Partner understand that all financial arrangements are transacted between the collaborating parties with both agreeing to an appropriate payment schedule. The City of Tempe will release funds only to the Applicant according to the conditions stated in the grant award letter.

This signed form is a statement of intent only, and in no way creates a legal or binding contract between the parties.

Project Partner signature _____ Date _____
Title _____

Applicant signature _____ Date _____
Title _____

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- Limit your selection to 2-3 minutes
- Cue your taped example to an appropriate section
- Label and briefly describe the context and date of event

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Date: